

#### Republic of the Philippines

## Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

November 04, 2025

DIVISION MEMORANDUM No. 499 , s. 2025

# FOCUS GROUP DISCUSSION (FGD) ON THE IMPROVEMENT OF DIVISION OFFICE PROCESSES AND SYSTEMS

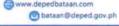
To: Assistant Schools Division Superintendent Chief Education Supervisor Education Program Supervisors All Others Concerned

- 1. In line with the continuing efforts of the Schools Division Office of Bataan (SDO-Bataan) to strengthen efficiency, transparency, and innovation in its operations, the Division shall conduct a Focus Group Discussion (FGD) on the improvement of internal processes and systems. The activity aims to develop a structured transition from manual operations to an automated process starting from the Records Office (Receiving Section), through the different units, and concluding at the Records Office (Releasing Section).
- The FGD is scheduled on November 6, 2025 (Thursday), at 9:00 a.m., to be held at the Schools Division Office, Abucay, Bataan.
- The following personnel from the Bataan High School for the Arts (BHSA) are hereby invited to participate in the said activity:
  - 3.1 Mr. Melbourne L. Salonga, Information Technology Officer I; and
  - 3.2 Mr. Rennor C. Clavel, Information Systems Analyst II
- 4. The participants at the Schools Division Office include;
  - 4.1 Dr. Jerry Dimla Cruz ASDS;
  - 4.2 Mr. Richard M. Alboro ITO;
  - 4.3 Mr. Raymond Joseph V. Mendoza SEPS HRD; and
  - 4.5 Mr. Jumel M. Caraig ADAS III Payroll
- Participants are expected to provide technical insights, share best practices, and recommend appropriate digital solutions that will contribute to the design of an efficient automated workflow system for the Division Office.















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- Travel and incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- 7. For information, guidance, and compliance.

CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent

Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects

FOO

FOCUS GROUP DISCUSSION

PROCESSES

SYSTEMS

AUTOMATION











